UNITED
NATIONS

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Secretariat

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ADMINISTRATIVE INSTRUCTION

To: Members of the staff

From: The Assistant Secretary-General for Public Information

Subject: REGULATIONS FOR THE CONTROL AND LIMITATION OF DOCUMENTATION

Addendum

SUPPLY TO THE UNITED NATIONS LIBRARIES OF MATERIAL NOT AVAILABLE THROUGH THE REGULAR DISTRIBUTION CHANNELS

INTRODUCTION

1. In order to provide efficient library services to delegations, permanent missions, staff of the Secretariat and other institutions and individuals interested in the activities of the United Nations, the Dag Hammarskjold Library at Headquarters and the United Nations Library at Geneva (referred to hereinafter collectively as the United Nations libraries) need to have in their collections all available documentation relevant to those activities. The United Nations libraries receive, under the existing distribution arrangements (see ST/AI/189/Add.3/Rev.2), copies of all documents issued in authorized symbol series and sales publications of Headquarters, the United Nations Office at Geneva, the regional commissions and United Nations offices and agencies throughout the world. The purpose of the present instruction is to ensure that all other documentation, whatever the format of issuance, is deposited and available in the United Nations libraries.

MATERIAL TO BE DEPOSITED

2. All departments and offices shall make available to the United Nations libraries copies, in each language edition, of all material disseminated, including the following:

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(a) Conference room and working papers issued for meetings of United Nations bodies that are not subsequently reissued in authorized symbol series;

(b) Papers prepared for conferences, seminars, workshops, training centres and institutes and meetings of experts and non-governmental organizations convoked by the Organization at Headquarters or at any other site as a full sponsor or co-sponsor and related meeting records, journals, handbooks, final lists of papers and reports;

(c) Country studies prepared by the Secretariat, studies prepared by individual experts, a special rapporteur or an expert committee or on contract by institutions or individuals for the use of the Secretariat;

(d) Reports, studies, bibliographies etc. prepared by regional training and research centres or similar institutions established under an agreement with the United Nations and wholly or partially financed by it or by a co-sponsoring or participating specialized agency, non-governmental organization or Government;

(e) Press releases issued at Headquarters and at other United Nations offices, and other public information material;

(f) Newsletters or bulletins issued at recurrent intervals by the various offices, even if intended only for internal use, whatever the format or formats of issuance - print, non-print or electronic;

(g) Any other material containing information on the activities of the Organization, even if intended only for internal use or issued under the RESTRICTED classification.

The materials should be made available to the libraries in any print, non-print or electronic format, where the latter is consistent with current United Nations Secretariat hardware and software standards or has been approved by the United Nations libraries for purposes of deposit and archiving.

3. The Secretariat offices responsible for the material described in paragraph 2 above shall ensure that two copies in English and one in each additional language of issuance are deposited in each of the United Nations libraries. Additionally, they shall forward to the libraries of the regional commissions sets of material dealing with subjects of concern to them.

4. All United Nations bodies, such as the United Nations Development Programme, the United Nations Children's Fund, the Office of the United Nations High Commissioner for Refugees, the United Nations Relief and Works Agency for Palestine Refugees in the Near East, and all United Nations institutes that produce and distribute material shall also supply two copies of non-symbol documentation in each language edition to the Dag Hammarskjöld Library at Headquarters and one copy to the United Nations Library at Geneva, and, upon request, to the libraries of the regional commissions.

5. When permission is given to an external publisher to publish in any form, including electronic form, a manuscript or text provided by the United Nations,

or a translation of a document or publication of the Organization into an unofficial language, the responsible department shall be requested to provide two free copies for deposit in the United Nations libraries, as well as in the libraries of the regional commissions.

REQUESTS FOR ACCESS TO THE MATERIAL DEPOSITED

6. The depositing office, in making material available to the United Nations libraries, may impose such restrictions on access to it as may be appropriate for various categories of users. Such restrictions shall be communicated to the Dag Hammarskjold Library and to the United Nations Library at Geneva.

7. Inquiries from offices away from Headquarters or from outside users concerning the use or the copying of the deposited material shall be referred to the Dag Hammarskjöld Library at Headquarters or to the United Nations Library at Geneva, as appropriate.

8. Restricted materials will be identified as such in the printed or electronic bibliographical tools produced by the Dag Hammarskjöld Library.

Notes

Information on symbol series is contained in United Nations Documentation - A Brief Guide (ST/LIB/34/Rev.2).